

POLICY TITLE: Employment: Orientation and Training			NUMBER 107.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>1</u>
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Policy Statement: It is the policy of the City of Houston to conduct orientation and training programs to familiarize employees with the City of Houston and to enable them to learn their assigned jobs and to develop the skills required for efficient job performance.

Policy Basis: Policy statement.

Policy Amplification: An orientation program will be conducted for all newly hired employees. The primary purpose of the orientation program is to acquaint new employees with City of Houston rules and policies. Additional subjects to be covered and the scheduling of the programs shall be determined by the Personnel Department.

A safety and health education and training program will be conducted for all employees. The program will stress accident prevention.

Special programs dealing with cost reduction, quality improvement, compliance with government regulations, and so forth will be developed and conducted on an as needed basis.

Supervisory and management development programs will be conducted for prospective and present supervisors and managers.

When continuing education and in-service programs are required for licensing or certification or licensure recertification for groups of employees, the City of Houston will, where appropriate, sponsor and conduct programs. Such programs will include competent professional instructors and will be approved by the particular licensing authority. The City will comply with all requirements established by the licensing authority.

Certificates of completion will be awarded to all employees successfully completing any City sponsored or conducted program, and records will be maintained by the Personnel Department of all training programs completed by each employee.

Policy Compliance: Affected employees through the Department/Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.